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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2010-215**

**PROTOCOL NONCOMMISSIONED OFFICER**

**PROMOTABLE TSGT - MSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 22 Nov 2010 Close of Business (COB)**

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To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **TEC/CCP (McGhee Tyson, TN)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Provide protocol support for The I.G. Brown Training and Education Center. Provide logistical support for guest speakers and VIPs to include General Officers, and Command Chief Master Sergeants. Protocol NCO is required to maintain planning calendars for events requiring protocol support as well as provide logistical support to include travel arrangements for VIPs and special guest. Directly responsible for the oversight and management of all events and ceremonial functions hosted by the TEC Commander. Provides instruction on proper use of protocol equipment and delivers protocol guidance to all staff and faculty members in preparation for ceremonies and events. Required to perform a myriad of tasks to include but not limited to: interfacing with ANG leadership, congressional, DoD, AF, and other Service's senior leaders; creating and updating event briefings; signing out protocol equipment; creating and proof reading scripts; escorting of DV's; and on occasion travel will be required to augment conferences as it relates to TEC programs matters/requirements. Required to maintain proficiency on all TEC protocol training requirements. Responsible for the procurement and maintenance of the TEC protocol equipment. Provide logistical support to ANG Senior Leadership when required in support of TEC events. Develop and deliver specific protocol training sessions to TEC personnel. Position requires ability to work long hours, work well under stressful conditions while consistently maintaining an exemplary professional attitude and display of team workmanship. Implement internal administrative protocol processes and procedures. Operate personal computers, reproduction machines, and facsimile equipment in support of protocol mission requirements. Assists the TEC personnel with protocol requirements. Composes and edits written communication for the TEC Commander, EPMEC Commandant and Branch Chiefs to include processing of letters of congratulations and photographs for award winners which are distributed to the highest levels of the USAF and ANG. Stocks and/or coordinates procurement of supplies need for protocol operations. Provides protocol assistance to student operations as needed. Participates in graduation ceremonies. Perform all other duties assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: “I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

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